

ADMINISTRATIVE - INTERNAL USE ONLY

7 AUG 1973

OFFICE OF SECURITY NOTICE NO. 73-14

FOR : All Office of Security Employees


SUBJECT: Covert File Jackets (Abolishment of)

1. As of 30 July 1973 each Security Case Processing request is being established in one file jacket only. Since Covert and Overt cases are now being processed within the same Directorate, due to a consolidation of functions within the Office of Security, the need for distinguishing these cases by means of different file jackets no longer exists.

2. The Security Records Division will continue, however, to utilize those red border file jackets still on hand when the initial action is a Covert one, but the word "Covert" will be blocked out by SRD personnel. Plain brown file jackets without red borders will be used when the initiating action is an Overt one. Eventually, all case actions will be set up in the plain, brown file jackets. SRD personnel will consolidate Covert and Overt files where they exist into plain, brown file jackets.

3. Any questions regarding the above change should be directed to the Chief, Security Records Division.

STATINTL


Howard J. Osborn
Director of Security

Retire Attached
Retain balance of file
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2/18/82
Back-up to - OS-NO7100